

SCCA—Expansion and Access to Child Care Grant

Last Updated: 4/12/2023

Last Reviewed: 4/12/2023

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Overview

This job aid will provide the steps to apply for the **North Carolina Expansion and Access to Childcare Grants Application (E&A Application)**. This program provides funding for facilities that may qualify for the Expansion and Access to Childcare Grants.


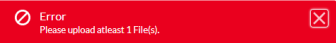

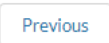

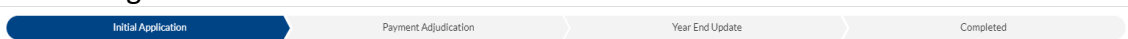
Note: A qualifying childcare provider must be:

- In an area that is considered a child care desert.
- In a low performing and high poverty school district.
- In a community with low access to NC Pre-K.

Ongoing updates are required to stay in compliance with the terms of the program. All updates should be completed by each deadline posted on the Provider Portal.

Key Items:

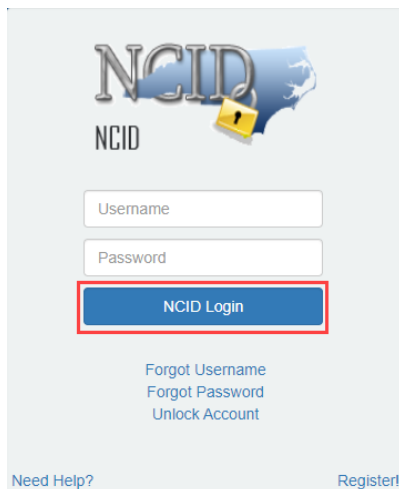
- Hyperlinks—appear **light blue** and will provide additional information or navigation when selected.
- Asterisk *—used to denote required information.
- Radio button ☐—used to select from the list of items.

- Enroll Button  —used to enroll into a program.
- Error  —displays when information is not entered properly or a document is not uploaded
- Next Button  —used to advance to the next section.
- Previous Button  —used to go back to previous sections in the application.
- Submit  —used to submit updated information.
- Status Progression Bar

—used to show the progression the benefit program.

Step-by-Step Instructions

Logging in to start the application process

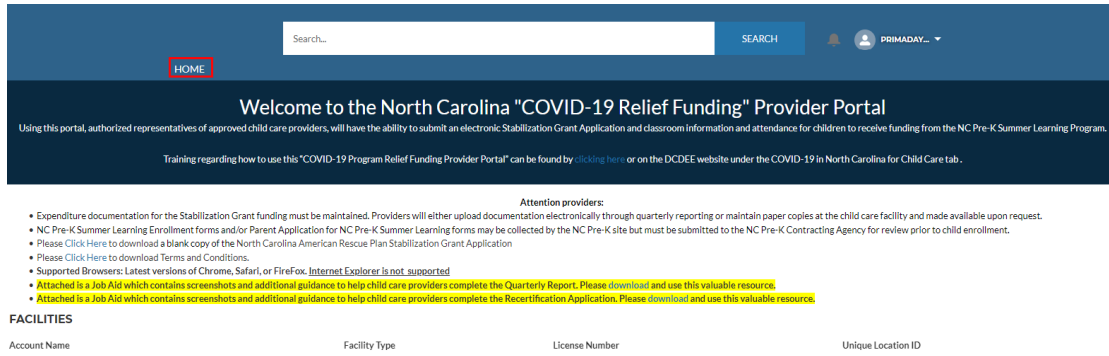
1. Starting on the NCID page, enter your NCID *Username* and *Password* then click **NCID Login**.



The screenshot shows the NCID login interface. At the top is the NCID logo, which includes a map of North Carolina and a yellow padlock icon. Below the logo are two input fields: 'Username' and 'Password'. A red rectangular box highlights the 'NCID Login' button. Below the button are three links: 'Forgot Username', 'Forgot Password', and 'Unlock Account'. At the bottom left is a link 'Need Help?' and at the bottom right is a link 'Register!'.

Note: For assistance creating and linking your NCID, please refer to the *Provider Job Aid: Creating and linking you NCID*

- The Home page displays. A list of all the facilities that the applicant has linked to their account is listed. Account Name, Facility Type, License Number, Unique Location ID are listed for each facility.



Search...

HOME

SEARCH

PRIMADAY...

Welcome to the North Carolina "COVID-19 Relief Funding" Provider Portal

Using this portal, authorized representatives of approved child care providers, will have the ability to submit an electronic Stabilization Grant Application and classroom information and attendance for children to receive funding from the NC Pre-K Summer Learning Program.

Training regarding how to use this "COVID-19 Program Relief Funding Provider Portal" can be found by [clicking here](#) or on the DCDEE website under the COVID-19 in North Carolina for Child Care tab.

Attention providers:

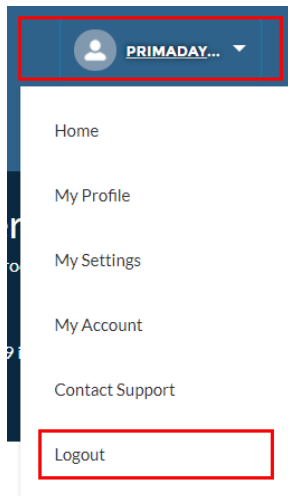
- Expenditure documentation for the Stabilization Grant funding must be maintained. Providers will either upload documentation electronically through quarterly reporting or maintain paper copies at the child care facility and made available upon request.
- NC Pre-K Summer Learning Enrollment forms and/or Parent Application for NC Pre-K Summer Learning forms may be collected by the NC Pre-K site but must be submitted to the NC Pre-K Contracting Agency for review prior to child enrollment.
- Please Click Here to download a blank copy of the North Carolina American Rescue Plan Stabilization Grant Application
- Please Click Here to download Terms and Conditions.
- Supported Browsers: Latest versions of Chrome, Safari, or Firefox. Internet Explorer is not supported
- Attached is a Job Aid which contains screenshots and additional guidance to help child care providers complete the Quarterly Report. Please download and use this valuable resource.
- Attached is a Job Aid which contains screenshots and additional guidance to help child care providers complete the Recertification Application. Please download and use this valuable resource.

FACILITIES

Account Name	Facility Type	License Number	Unique Location ID
A to Z Daycare	Center	ATOZDAYCARE	D0123456

Notes:

- Review the list of facilities (if more than one is listed) and Account information displayed for each facility prior to beginning and application.
 - If a facility is not listed correctly, or there are errors, contact the DCDEE Customer Service Unit at 1-800-859-0829 or 919-814-6300, and select Option 2, or DCDEEsupport@dhhs.nc.gov.
- To exit the application, click the **NCID Username** (located in the top right corner) and select **Logout** from the dropdown menu.



PRIMADAY...

Home

My Profile

My Settings

My Account

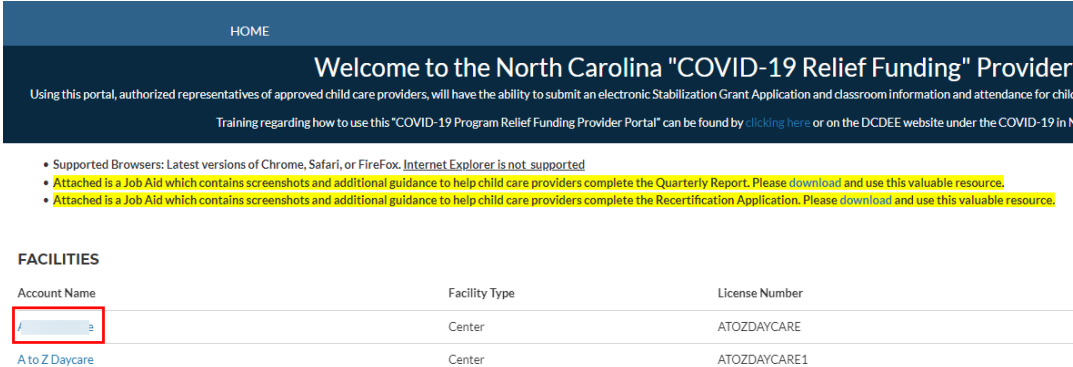
Contact Support

Logout

Enrolling in the Benefit Program

Providers must first enroll in a chosen benefit program prior to beginning an application. Follow these steps to initiate enrollment for the E&A Grants Application.

1. Starting on the Home page, click the facility's **Account Name** to begin the application process for that facility.



HOME

Welcome to the North Carolina "COVID-19 Relief Funding" Provider Portal

Using this portal, authorized representatives of approved child care providers, will have the ability to submit an electronic Stabilization Grant Application and classroom information and attendance for child care programs.

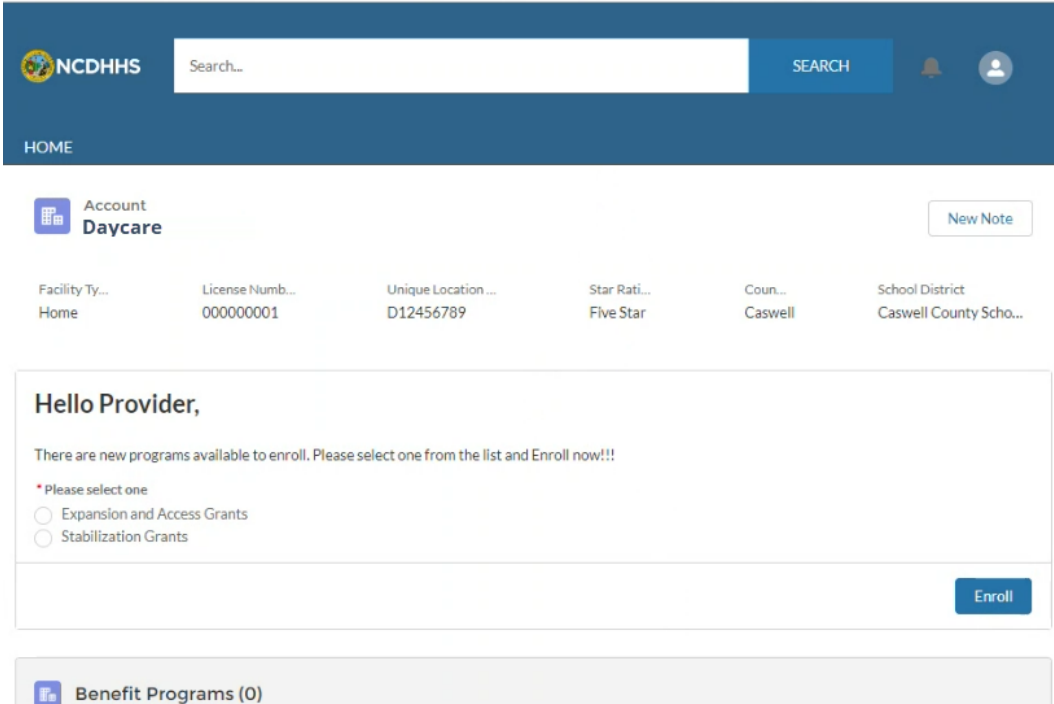
Training regarding how to use this "COVID-19 Program Relief Funding Provider Portal" can be found by [clicking here](#) or on the DCDEE website under the COVID-19 in h

- Supported Browsers: Latest versions of Chrome, Safari, or FireFox. Internet Explorer is not supported
- Attached is a Job Aid which contains screenshots and additional guidance to help child care providers complete the Quarterly Report. Please [download](#) and use this valuable resource.
- Attached is a Job Aid which contains screenshots and additional guidance to help child care providers complete the Recertification Application. Please [download](#) and use this valuable resource.

FACILITIES

Account Name	Facility Type	License Number
A to Z Daycare	Center	ATOZDAYCARE
A to Z Daycare	Center	ATOZDAYCARE1

- Note:** If multiple facilities are listed, a separate grant application must be completed for each facility shown.
2. The Account page displays. The Provider Account (Account, Name, Facility Type, License Number, Unique Location ID, Star Rating, County and School District), Benefit Program Name, License details and payments are shown. Review the information on this page for accuracy.



NCDHHS Search... SEARCH

HOME

Account Daycare [New Note](#)

Facility Ty...	License Num...	Unique Location ...	Star Rati...	Coun...	School District
Home	000000001	D12456789	Five Star	Caswell	Caswell County Scho...

Hello Provider,

There are new programs available to enroll. Please select one from the list and Enroll now!!!

* Please select one

☐ Expansion and Access Grants

☒ Stabilization Grants

[Enroll](#)

Benefit Programs (0)

Note: Unlicensed applicants will not have any information populated.

3. In the Hello Provider section, select the **School District** the facility serves. Then click **Submit**.

Hello Provider,

Please select the school district from the list below.

*** School Districts**

☐ Halifax County Schools
☐ Weldon City Schools
☐ Roanoke Rapids City Schools

Submit

Note: Only one school district can be selected for a facility.

4. A list of eligible programs section displays for the facility to enroll. Click the **radio button** for the Expansion and Access to Childcare Grants and click **Enroll**.

Hello Provider,

There are new programs available to enroll. Please select one from the list and Enroll now!!!

*** Please select one**

☒ Expansion and Access to Childcare Grants

Enroll

Note: This program will only display if the Child Care facility is in the qualified areas.

5. The qualifying requirements section for the Expansion and Access to Child Care Grant displays. Review the requirements then click **Submit**.

Facilities that may qualify for the Expansion and Access to Child Care Grant funding would be those that are in:

1. An area that is considered a child care desert
2. Low performing and high poverty school districts (show districts in county)
3. A community with low access to NC Pre-K

If you have questions or need help with enrollment, call the Division of Child Development and Early Education's Customer Service Unit at 1-800-859-0829 and select Option 2 (919) 814-6300, select option 2, or email us at DCDEE_support@dhhs.nc.gov. Expansion and Access to Child Care Grant Applications MUST be completed and submitted by 5:00PM on , 2023.

Previous
Submit

6. An acknowledgment of enrollment section displays. Click **Finish**.

Thank You!!!

You have been enrolled to Expansion and Access to Childcare Grants. Please click finish.

[Finish](#)

Note: This process only enrolls a provider into the program. Providers will still need to complete an application to be considered for the funding that is available.

- The Account page displays all Benefit Program the Provider has been enrolled under the Benefit Program Section.

HOME

Account

Daycare

New Note

Facility Type

Center

License Number

CARE1

Unique Location ID

A

Star Rating

Five Star

You have enrolled in all the available programs.

Benefit Programs (2)

Benefit Program Name	Start Date	End Date	Status
Stabilization Grants	10/1/2021		Qtly Update Q3
Expansion and Access to Childcare Grants	2/17/2023		Initial Application

View All

Notes:


- Providers will be able to access applications for Benefit Programs and update program information by clicking on the hyperlinks.
- Initial Application* under the Status column indicates that an application may not have been started.

Initiating an Application

Use these steps to complete the E&A Grants Application.

- Starting on the Account page, click on the **Expansion and Access to Childcare Grants** hyperlink in the Benefits Programs section.


HOME




Account
Daycare

New Note

Facility Ty...	License Num...	Unique Location ...	Star Rati...	Coun...	School District
Home	000000001	D12456789	Five Star	Caswell	Caswell County Scho...

You have enrolled in all the available programs.



Benefit Programs (2)


Benefit Program Name	Start Date	End Date	Status
Stabilization Grants	10/1/2021		Qtly Update Q3 
Expansion and Access to Childcare Grants	2/17/2023		Initial Application 

View All

2. The Benefit Program Application page displays.

HOME


Benefit Program
Expansion and Access Grants



Initial Application

Payment Adjudication

Year End Update

Completed

Facilities that may qualify for the Expansion and Access Grant funding would be those that are in:

1. An area that is considered a child care desert
2. Low performing and high poverty school districts
3. A community with low access to NC Pre-K

If you have questions or need help with completing the application, call the Division of Child Development and Early Education's Customer Service Unit at 1-800-859-0829 and select Option 2, (919) 814-6300, select option 2, or email us at DCDEE_support@dhhs.nc.gov.

Expansion and Access Grant Applications MUST be completed and submitted by 5:00PM ET on May 1, 2023.

Please note the Application window closes at 5/1/2023, 5:00 PM ET

Next

Note: When signed in another browser or if previous session has terminated, and message will display indicating this. Click **Start New Session** to initiate the application.

Initial Application

Payment Adjudication

Year End Update

Completed

Your previous session expired due to the following reasons.

1. You have logged out of the portal before completing the application.
2. You have multiple tabs open for the benefits page at the same time.
3. You have logged into the portal from multiple computers at the same time.

Please click the 'Start New Session' button to start a new session

Start New Session

3. Review the requirements listed under the status progression bar, then click **Next**.

Initial Application

Payment Adjudication

Year End Update

Completed

Facilities that may qualify for the Expansion and Access to Child Care Grant funding would be those that are in:

1. An area that is considered a child care desert
2. Low performing and high poverty school districts (show districts in county)
3. A community with low access to NC Pre-K

Next

4. I. General Applicant Information section displays.

I. General Applicant Information

Child Care Facility Name: Prima Daycare 1	State Child Care Licensing Number: PRIMADAYCARE1	State Child Care Star Rating: Five Star
Unique Identification:	*Select ID Type <input type="radio"/> Data Universal Numbering System-DUNS # <input type="radio"/> Tax identifier # <input type="radio"/> Unique Entity Identifier-UEI #	
Location Address: 1 Some Street Durham, NC 27713	* Application Contact Name: <input type="text" value="Enter Applicable Data Info Here"/>	* Application Contact Email: <input type="text" value="Valid email here"/>
County: Durham	* Application Contact Title: <input type="text" value="Enter Applicable Data Info Here"/>	* Application Contact Phone Number: <input type="text" value="Contact Phone Number"/>

Previous

Save and Continue

Note: Unlicensed Child Care facilities will not have a Licensing number or Star Rating displayed.

a. Enter *applicable information* in the required fields, then click **Save and Continue**.

I. General Applicant Information		
Child Care Facility Name: Prima Daycare 1	State Child Care Licensing Number: PRIMADAYCARE1	State Child Care Star Rating: Five Star
Unique Identification:	<div style="border: 2px solid red; padding: 5px;"> <p>* Select ID Type</p> <p><input type="radio"/> Data Universal Numbering System-DUNS #</p> <p><input checked="" type="radio"/> Tax Identifier #</p> <p><input type="radio"/> Unique Entity Identifier-UEI #</p> <p>* Enter the ID Value</p> <p><input type="text"/></p> <p><i>Please enter Numeric Portion Only DUNS # or Tax Identifier # should be 9 digits including the leading zeroes</i></p> <p>* Application Contact Name: <input type="text"/></p> <p>* Application Contact Email: <input type="text"/></p> <p>* Application Contact Title: <input type="text"/></p> <p>* Application Contact Phone Number: 9995551212</p> </div>	
Location Address: 1 Some Street Durham, NC 27713	<p>Enter Applicable Data Info Here</p> <p>Enter Applicable Data Info Here</p>	
County: Durham	<p>Enter Applicable Data Info Here</p>	
Previous Save and Continue		

Notes:

- Enter all fields with asterisk (*) following the prompts given.
- Based on the Unique Identification selection, the numbers will vary.
- Use only the Numeric portion of these Unique Identification when entering a value in the data field.

5. II. Operational Status section displays.

II. Operational Status

* Type of Facility

☐ Family Child Care Home

☐ Child Care Center

☐ NC Pre-K classroom in Public School

☐ Head Start Center

What is your facility's current enrollment?

*

* Does your facility currently have a waiting list?

☐ Yes

☐ No

* Would this funding allow you to increase your facility's enrollment?

☐ Yes

☐ No

[Previous](#) [Save and Continue](#)

- Click the applicable radio button for **Type of Facility**.



* Type of Facility

- ☐ Family Child Care Home
- ☐ Child Care Center
- ☐ NC Pre-K classroom in Public School
- ☐ Head Start Center

- b. Enter the applicable number for the “*What is your facility’s current enrollment?*” question.

What is your facility’s current enrollment?

*

- c. Click the applicable radio button for the “**Does your facility currently have a waiting list?**” question.

* Does your facility currently have a waiting list?

- ☐ Yes
- ☐ No

- d. Click the applicable radio button for the “**Would this funding allow you to increase your facility’s enrollment?**” question.

* Would this funding allow you to increase your facility’s enrollment?

- ☐ Yes
- ☐ No

Note: When Yes is selected, an additional question will display. Enter the *number* in the field for “How many more children would you be able to serve?”.

* Would this funding allow you to increase your facility’s enrollment?

- ☒ Yes
- ☐ No

* How many more children would you be able to serve?

- e. Click **Save and Continue**.

6. III. Grant Information section displays.

III. Grant Information

These grants shall be one-time awards (up to \$125K) to assist with new or expanded high-quality child care initiatives as follows:

* Please select one

- ☐ Start-up costs associated with establishing a new NC Pre-K classroom or child care facility. (Would need to have new space "open"
- ☐ Quality improvements for existing NC Pre-K classrooms or child care facilities that increase the classroom or facility's capacity or
- ☐ Capital improvements or renovations, including adding or upgrading outdoor play and learning environments, or increasing a facility's total capacity.

[Previous](#)

[Save and Continue](#)

Note: Questions may vary based on the selection.

- f. Click the applicable radio button for the question **"These grants shall be one-time awards (up to \$125K) to assist with new or expanded high quality child care initiatives as follows:"**

These grants shall be one-time awards (up to \$125K) to assist with new or expanded high-quality child care initiatives as follows:

* Please select one

- ☐ Start-up costs associated with establishing a new NC Pre-K classroom or child care facility. (Would need to have new space "open" by Dec. 31, 2024 – ready to serve children)
- ☐ Quality improvements for existing NC Pre-K classrooms or child care facilities that increase the classroom or facility's capacity or upgrade its star rating.
- ☐ Capital improvements or renovations, including adding or upgrading outdoor play and learning environments, or increasing a facility's total capacity.

- g. Click the applicable radio button for the question **"Will these funds increase licensed capacity?"**

* Will these funds increase licensed capacity?

- ☐ Yes
- ☐ No

- h. Click the applicable radio button for the question, **"Will the facility offer multiple shifts?"**.

* Will the facility offer care on multiple shifts?

- ☐ Yes
- ☐ No

- i. Click the applicable radio button for the question, **"Will these funds be used to open a licensed Family Child Care Home?"**.

* Will these funds be used to open a licensed Family Child Care Home?

- ☐ Yes
- ☐ No

Note: This question only displays if funds are used for Start-up cost.

- j. Click the applicable radio button for the question **"Will the facility serve children enrolled in the NC SCCA Program?"**

* Will the facility serve children enrolled in the NC SCCA Program?

- ☐ Yes
☐ No

Note: When No is selected, an additional question will display. Click the applicable radio button for **“If No-Will these funds be used to increase slots for children enrolled in the NC SCCA programs?”**

* If No-Will these funds be used to increase slots for children enrolled in the NC SCCA Program?

- ☐ Yes
☐ No

- k. Click the applicable radio button for the question **“Will the facility service children enrolled in Pre-K?”**

* Will the facility service children enrolled in NC Pre-K?

- ☐ Yes
☐ No

Note: When No is selected, an additional question will display. Click the applicable radio button for **“If No-Will these funds be used to service children enrolled in NC Pre-K?”**

* If No-Will these funds be used to service children enrolled in NC Pre-K?

- ☐ Yes
☐ No

- l. Click the applicable radio button for the question **“Will the facility serve infants and toddlers?”**

* Will the facility serve infants and toddlers?

- ☐ Yes
☐ No

- m. Click the applicable radio button for the question **“Will these funds increase slots for infants and toddlers?”**

* Will these funds increase slots for infants and toddlers?

- ☐ Yes
☐ No

n. Click **Save and Continue**.

7. IV. Projected Plan Information section displays.

IV. Projected Plan Information

* Give a brief description of project plan.

Please upload a copy of the project plan.

Upload Files

Or drop files

Previously Loaded Files List

Previous

Save and Continue

o. Enter a *brief description of project plan* in the applicable field.

* Give a brief description of project plan.

Note: This field allows a maximum of 255 characters to be entered.

p. Upload a copy of the project plan.

Please upload a copy of the project plan.

Upload Files

Or drop files

Previously Loaded Files List

F

Previous

Save and Continue

Note: At least one file must be uploaded for the project plan.

q. Click **Save and Continue**.

8. V. Budget Information section displays.

V. Budget Information

* Requested Grant Amount?

Upload a copy of project budget

📁 Upload Files
Or drop files

Previously Loaded Files List

Previous
Save and Continue

- a. Enter the *Requested Grant Amount* in the applicable field.

*** Requested Grant Amount?**

Note: Enter a numeric value only, symbols are invalid.

- b. Upload a copy of the project budget.

Upload a copy of project budget

📁 Upload Files
Or drop files

Previously Loaded Files List

Previous
Save and Continue

Note: At least one file must be uploaded for the project budget

- c. Click **Save and Continue**.

Terms and Conditions and Submission of Application

9. North Carolina Expansion and Access to Child Care Grant Application Terms and Conditions section displays.

Expansion & Access Grant Application Terms and Conditions

This Expansion & Access to Child Care Grant Program Provider Agreement is made by and between the North Carolina Department of Health and Human Services, Division of Child Development and Early Education ("Division") and the Child Care Program, as that term is hereinafter defined, and whose name and signature appears below in the signature block ("Agreement").

This Agreement governs the relationship between the Division and the Child Care Program that receives dollars in accordance with the approved Expansion & Access Grant Program Provider Application ("Application"), funded by the State Fiscal Recovery Fund [S.L. 2021-180]. The Division and Child Care Program agree as follows:

I. Definitions:

A. "Application" means the Expansion & Access Grant Program Current Provider Application, as issued by the Division and which may be updated from time to time, or Expansion & Access Grant Program New Provider Application, as issued by the Division and which may be updated from time to time, whichever is applicable.

B. "Child Care Program" means the entity that submits and affirms to the Application and receives State Fiscal Recovery Funds pursuant to the Application.

- a. Review all sections of the Terms and Conditions carefully.
- b. Enter Applicable information in the data fields. Click **I Accept**.

*Name & Title
 *Telephone Number
 *Email Address

Location Address:
 1 Some Street
 Durham, NC 27713


By clicking "I Accept" below, you are signing this North Carolina Early Childhood Expansion and Access to Childcare Grant Provider Application electronically and agreeing to the North Carolina Early Childhood Expansion and Access to Childcare Grant Provider Application Terms and Conditions. You agree your electronic signature is the equivalent of your manual signature. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a keypad, mouse, or other devices to select an item, button, icon, or similar act/action, constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also represent that you are authorized to enter into this Agreement.

[Previous](#)
[I Accept](#)

Note: This is the last page that will allow revisions of the application. Use the Previous button if further review is needed.

- The signature page displays. Enter a *Signature* within the box using a mouse or other electronic device. Click **Upload and submit**.

Please sign in the box below by utilizing the mouse on your computer.



[Clear](#)
[Upload and submit](#)

By signing this North Carolina Early Childhood Expansion and Access to Childcare Grant Application, I consent to the processing of my application and agree that the Division may collect, store, and use the data I have provided.

I agree that the statements herein are true, complete, and accurate to the best of my knowledge.

I also provide the required assurances and agree to comply with the terms and conditions.

- The acknowledgement message displays, and the status bar displays Payment Adjudication. The application has been received and will be reviewed by DCDEE staff.

✓

Payment Adjudication

Year End Update

Completed

Thank you for completing the Expansion and Access to Child Care Grant application. Your grant application has been received and is being reviewed by DCDEE staff. If there are any additional questions during the approval process, a Customer Service Representative from DCDEE will contact you.

Note: DCDEE staff will reach out if there are any pending question or additional information needs to be provided

- The application will display as Submitted in the Applications section.



Applications (1)

1 item • Updated a few seconds ago

	Application ID	Created Date	Last Modified Date	Status	Record Type	
1	AP-000014409	2/17/2023, 5:52 AM	2/17/2023, 9:06 AM	Submitted	Expansion and Access to Childcare Grants - Initial Application	<div></div>

View All